

**Applicant Questionnaire
for the
Licensing of Dealers, Transporters, Loaners or Recyclers**

Type:

- ☐ New Application ☐ Additional License Type ☐ Annex Location ☐ Other (Specify)
☐ Change of Status ☐ Change of Location ☐ Secondary Location _____

Owner Name _____ **Phone Number** _____

Business Name _____ **Phone Number** _____

Business Physical Location _____

City or Town _____ **Zip Code** _____

Business Mailing Address _____

City or Town _____ **Zip Code** _____

What type of business are you licensing?

(Please answer each question by circling either Yes or No)

- | | | |
|---|-----|--------------------|
| 1. Is there now or was there previously a licensed dealership at your location? | Yes | No |
| If Yes please supply name of dealership: _____ | | |
| If Yes, were you an owner of this dealership? | Yes | No |
| 2. Is there any other business at this location? | Yes | No |
| If Yes, what is the name and type of this business? _____ | | |
| 3. Do you own that business? | Yes | No |
| 4. What days and hours is your business open? _____ | | |
| 5. Do you currently have ownership in any other dealership? | Yes | No |
| If Yes, please list the dealership(s) name and license types and numbers: | | |
| Dealership(s) Name | | Lic. Type & Number |

These questions ask about your established place of business:

- | | | |
|--|-----|----|
| 1. Is your business located in a permanently enclosed commercial building? | Yes | No |
| 2. Is your business located on one parcel of land? | Yes | No |
| 3. Do you own the property & buildings? | Yes | No |
| 4. Do you lease the property & buildings? | Yes | No |
| (If yes, enclose a copy of the lease) | | |

These questions ask about your display/repair area:

(Recyclers/Salvage are exempt)

- | | | |
|---|-----|----|
| 1. Does your business have at least 5,000 sq. ft. of display area in or adjoining the building? | Yes | No |
| 2. Do you have a facility for the repair of two vehicles at the same time? | Yes | No |
| 3. Do you have the tools and equipment needed to repair and service vehicles properly? | Yes | No |
| 4. Do you have an air compressor? | Yes | No |
| 5. Do you have a hydraulic jack or lift? | Yes | No |

- | | | |
|--|-----|-----|
| 6. Do you have a full set of mechanics tools? | Yes | No |
| 7. Does the owner or an employee work as a mechanic at least 30 hrs. per week? | | Yes |
| No | | |

These questions ask about your business office:

- | | | |
|---|-----|----|
| 1. Do you have an office with at least 64 sq. ft. to keep records and conduct business? | Yes | No |
| 2. Is your office heated? | Yes | No |
| 3. Does your office have at least 1 desk, 2 chairs, and a filing cabinet? | Yes | No |
| 4. Is your office completely enclosed by floor to ceiling construction? | Yes | No |
| 5. Is your office separate from any living quarters? | Yes | No |
| 6. Is your office located in or adjoining your business building? | Yes | No |

These questions ask about your business sign:

- | | | |
|---|-----|----|
| 1. Is your business identified by an exterior sign? | Yes | No |
| 2. Is the sign permanently affixed to land or building? | Yes | No |
| 3. Is the sign readable at a distance of 200 feet? | Yes | No |
| 4. Is the sign at least 12 square feet in size? | Yes | No |
| 5. What does the sign say? _____ | | |

If you are applying for a recycler dealer license, you must also complete the last set of questions by circling Yes or No to each question below.

- | | | |
|--|-----|----|
| 1. Is there a storage area in or adjoining the building? | Yes | No |
| 2. Is the business within 1,500 feet of a state or federally owned cemetery? | Yes | No |
| 3. Did your salvage yard exist before December 5, 1983? | Yes | No |
| If No, what date did your salvage yard begin? _____ | | |
| 4. Is this an expansion of an existing salvage yard? | Yes | No |
| 5. Do you maintain a business inventory of all vehicles, component parts, body, chassis, or Transmissions that are received or disposed of as required by law? | Yes | No |

5.A Explain your record keeping procedures: _____

- | | | |
|--|-----|----|
| 6. Are you currently a licensed dealer in Maine? | Yes | No |
| 7. Are you currently a licensed dealer in any other state? | Yes | No |

Signature of Applicant	Title	Date
------------------------	-------	------

Notarization Required

Before me personally appeared _____, who by me being duly sworn under oath says that the statements set forth above are true and correct.

Sworn to and subscribed before me at _____, Maine, on this _____ day of _____, 20____.

Notary Public _____

(Rev 02/07)

My Commission Expires: _____